

# Permitting Services

## MISSION STATEMENT

The mission of the Department of Permitting Services is to provide the highest quality of public service while ensuring compliance with Montgomery County's development and construction standards.

## BUDGET OVERVIEW

The total recommended FY05 Operating Budget for the Department of Permitting Services is \$20,614,850, an increase of \$1,145,320 or 5.9 percent from the FY04 Approved Budget of \$19,469,530. Personnel Costs comprise 83.6 percent of the budget for 190 full-time positions and one part-time position for 188.9 workyears. Operating Expenses account for the remaining 16.4 percent of the FY05 budget.

## PROGRAM CONTACTS

Contact Maggie Orsini of the Department of Permitting Services at 240.777.6356 or Jennifer R. Bryant of the Office of Management and Budget at 240.777.2761 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Land Development

The Land Development program is responsible for ensuring the protection of the County's water resources and the safety of residents through its engineering and inspection functions related to stormwater management, sediment control, floodplain management, well-and-septic systems approval, stormdrain design, and work in the public right-of-way.

### FY05 Recommended Changes

	Expenditures	WYs
<b>FY04 Approved</b>	<b>5,704,930</b>	<b>59.5</b>
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	489,230	0.0
<b>FY05 CE Recommended</b>	<b>6,194,160</b>	<b>59.5</b>

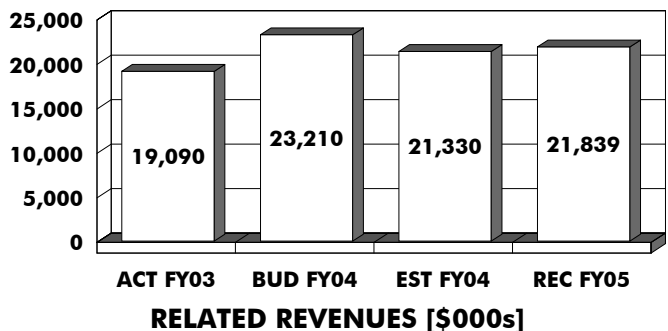
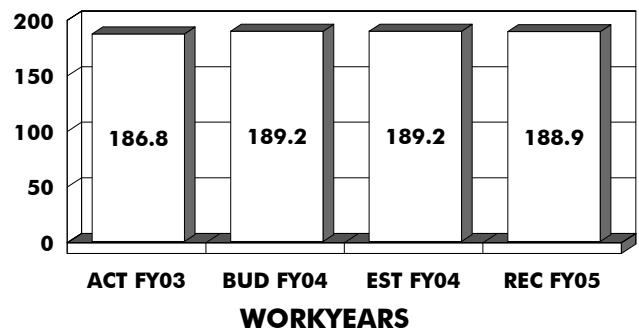
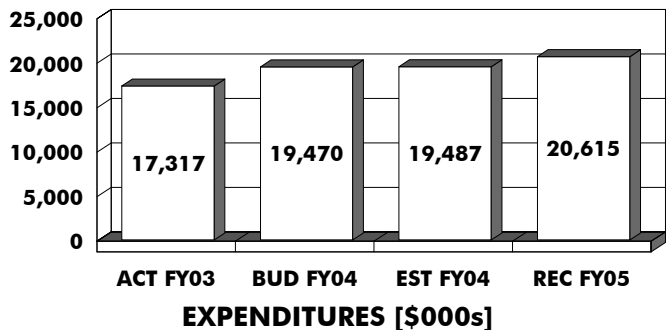
### Casework Management

The Casework Management program is responsible for educating the development community about the permitting process, assisting applicants with the intake and issuance of permits, keeping applicants informed of the status of their permits, and resolving issues that impede permitting efficiency. The program is also charged with enforcement of the County's Zoning Ordinance by reviewing building applications for zoning compliance and investigating zoning complaints.

## Program Summary

	Expenditures	WYs
Land Development	6,194,160	59.5
Casework Management	4,666,220	54.6
Building Construction	5,977,150	60.0
Administration	3,777,320	14.8
<b>Totals</b>	<b>20,614,850</b>	<b>188.9</b>

## Trends



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**FY05 Recommended Changes**

	Expenditures	WYs
<b>FY04 Approved</b>	<b>4,341,760</b>	<b>53.6</b>
Increase Cost: FY05 costs for FY04 residential fire sprinkler supplemental	59,690	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	264,770	1.0
<b>FY05 CE Recommended</b>	<b>4,666,220</b>	<b>54.6</b>

**Building Construction**

The mission of the Division of Building Construction is to ensure public safety through effective and uniform administration and enforcement of construction codes and standards. The Building Construction program is responsible for engineering plan review and construction inspection related to the administration and enforcement of building, structural, electrical, mechanical, fire-safety, energy conservation, and accessibility codes and standards. This program also provides public service in the form of educational seminars and preliminary construction-design consultations and participates in the development of national, State, and local building codes and standards.

**FY05 Recommended Changes**

	Expenditures	WYs
<b>FY04 Approved</b>	<b>5,766,370</b>	<b>60.0</b>
Increase Cost: FY05 costs for FY04 residential fire sprinkler supplemental	71,740	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	139,040	0.0
<b>FY05 CE Recommended</b>	<b>5,977,150</b>	<b>60.0</b>

**Administration**

The Administration program provides policy development and leadership for all programs within the department. Staff specialists are responsible for a full range of administrative, financial, and budgetary tasks, including daily operations, automation, human resources management, management services, community outreach, and customer service.

**FY05 Recommended Changes**

	Expenditures	WYs
<b>FY04 Approved</b>	<b>3,656,470</b>	<b>16.1</b>
Increase Cost: Annualization of FY04 lapsed positions	8,650	0.2
Decrease Cost: Elimination of one-time items in FY04	-2,390	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	114,590	-1.5
<b>FY05 CE Recommended</b>	<b>3,777,320</b>	<b>14.8</b>

## BUDGET SUMMARY

	Actual FY03	Budget FY04	Estimated FY04	Recommended FY05	% Chg Bud/Rec
<b>PERMITTING SERVICES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	11,193,424	12,074,750	12,003,975	12,833,380	6.3%
Employee Benefits	3,316,938	3,933,400	4,001,325	4,403,010	11.9%
<b>Permitting Services Personnel Costs</b>	<b>14,510,362</b>	<b>16,008,150</b>	<b>16,005,300</b>	<b>17,236,390</b>	<b>7.7%</b>
Operating Expenses	2,806,799	3,461,380	3,481,590	3,378,460	-2.4%
Capital Outlay	0	0	0	0	—
<b>Permitting Services Expenditures</b>	<b>17,317,161</b>	<b>19,469,530</b>	<b>19,486,890</b>	<b>20,614,850</b>	<b>5.9%</b>
<b>PERSONNEL</b>					
Full-Time	188	189	189	190	0.5%
Part-Time	1	1	1	1	—
Workyears	186.8	189.2	189.2	188.9	-0.2%
<b>REVENUES</b>					
Civil Penalties/Fines	101,425	46,000	138,290	141,610	207.8%
Investment Income	170,710	430,000	111,360	113,700	-73.6%
Information Requests	13,141	5,170	42,960	43,990	750.9%
Building Permits	8,185,486	10,465,000	9,786,070	10,020,940	-4.2%
Use & Occupancy Permits	233,304	322,000	202,380	207,240	-35.6%
New Zoning Permit Fee	0	143,750	95,540	95,540	-33.5%
Residential Fire Sprinkler Systems	0	0	109,580	112,210	—
Fire Code Enforcement Fees	424,499	460,000	419,100	429,160	-6.7%
Miscellaneous/Fee Increase	103,543	0	0	0	—
Mechanical Inspection Fees	77,721	460,000	531,930	544,700	18.4%
Electrical Contractors Licenses	125,072	115,000	122,470	125,410	9.1%
Automation Surcharge	1,664,411	1,840,000	1,906,430	1,952,180	6.1%
Electrical Individual Licenses	0	184,000	170,390	174,480	-5.2%
Electrical Permits	1,780,627	2,093,000	1,838,610	1,882,740	-10.0%
Grading/SD/Paving/Driveway Permits	2,500,719	2,875,000	2,473,070	2,532,420	-11.9%
Sediment Control Permits	2,455,695	2,242,500	2,060,690	2,110,150	-5.9%
Stormwater Management Concept Fees	211,434	242,650	246,390	252,300	4.0%
Flood Plain Permits	20,652	27,250	20,390	20,880	-23.4%
Flood Plain Verification and Study Fees	25,355	46,000	19,400	19,870	-56.8%
Well and Septic	443,404	423,000	328,270	336,150	-20.5%
Scavenger (W&S)	7,700	5,030	7,000	7,170	42.5%
Preliminary Water Quality Review	13,007	55,200	19,480	19,950	-63.9%
Final Water Quality Fee	26,687	53,300	66,810	68,410	28.3%
Vendor Operations & Licensing Fee	30,730	31,450	31,470	32,230	2.5%
Zoning and Sign Permits (ROW)	96,118	124,200	176,940	181,190	45.9%
Benefit Performances	2,640	2,690	2,880	2,950	9.7%
Overtime Offset Fee	310,228	517,500	401,940	411,590	-20.5%
Permit Fees from Tax Supported Agencies	66,006	0	0	0	—
<b>Permitting Services Revenues</b>	<b>19,090,314</b>	<b>23,209,690</b>	<b>21,329,840</b>	<b>21,839,160</b>	<b>-5.9%</b>

# FUTURE FISCAL IMPACTS

Title	CE REC. FY05	FY06	FY07	(S000's) FY08	FY09	FY10
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>PERMITTING SERVICES</b>						
<b>Expenditures</b>						
<b>FY05 Recommended</b>	<b>20,615</b>	<b>20,615</b>	<b>20,615</b>	<b>20,615</b>	<b>20,615</b>	<b>20,615</b>
No inflation or compensation change is included in outyear projections.						
<b>IT Replacement Schedule</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
Replace servers (13), workgroup printers (6), and network switch in FY06. Replace IBM RS6000 (2) in FY10.						
<b>Labor Contracts</b>	<b>0</b>	<b>907</b>	<b>1,886</b>	<b>2,063</b>	<b>2,063</b>	<b>2,063</b>
These figures represent the annualization of FY05 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY06 and beyond.						
<b>Labor Contracts - Other</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>0</b>
These figures represent other items associated with negotiated agreements.						
<b>Subtotal Expenditures</b>	<b>20,615</b>	<b>22,091</b>	<b>22,605</b>	<b>22,678</b>	<b>22,678</b>	<b>24,678</b>

FY05-10 PUBLIC SERVICES PROGRAM: FISCAL PLAN				PERMITTING SERVICES			
FISCAL PROJECTIONS	FY04 ESTIMATE	FY05 RECOMMENDED	FY06 PROJECTION	FY07 PROJECTION	FY08 PROJECTION	FY09 PROJECTION	FY10 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	13.15%	14.32%	14.32%	14.32%	14.32%	14.32%	14.32%
CPI (Fiscal Year)	2.7%	2.4%	2.3%	2.4%	2.5%	2.4%	2.3%
<b>BEGINNING FUND BALANCE</b>	<b>2,553,410</b>	<b>1,501,390</b>	<b>1,057,360</b>	<b>2,861,421</b>	<b>4,631,133</b>	<b>6,962,645</b>	<b>9,945,046</b>
<b>REVENUES</b>							
Licenses & Permits	19,130,800	19,587,680	20,038,190	20,519,100	21,032,090	21,536,860	22,032,180
Charges For Services	1,949,390	1,996,170	2,042,080	2,091,090	2,143,370	2,194,810	2,245,290
Fines & Forfeitures	138,290	141,610	144,870	148,350	152,060	155,710	159,290
Miscellaneous	111,360	113,700	117,200	122,140	127,760	133,890	140,850
Estimated Required Fee Increase		0	3,351,351	3,432,102	3,518,292	3,603,191	3,686,642
<b>Subtotal Revenues</b>	<b>21,329,840</b>	<b>21,839,160</b>	<b>25,693,691</b>	<b>26,312,782</b>	<b>26,973,572</b>	<b>27,624,461</b>	<b>28,264,252</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>	<b>(2,894,970)</b>	<b>(1,668,340)</b>	<b>(1,798,170)</b>	<b>(1,938,410)</b>	<b>(1,963,820)</b>	<b>(1,963,820)</b>	<b>(1,963,820)</b>
Transfers To The General Fund (Y100)	(3,954,630)	(2,728,000)	(2,857,830)	(2,998,070)	(3,023,480)	(3,023,480)	(3,023,480)
Transfers From The General Fund (X100)	1,059,660	1,059,660	1,059,660	1,059,660	1,059,660	1,059,660	1,059,660
<b>TOTAL RESOURCES</b>	<b>20,988,280</b>	<b>21,672,210</b>	<b>24,952,881</b>	<b>27,235,793</b>	<b>29,640,885</b>	<b>32,623,286</b>	<b>36,245,477</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(19,486,890)	(20,614,850)	(20,614,850)	(20,614,850)	(20,614,850)	(20,614,850)	(20,614,850)
Labor Agreement	n/a	0	(906,610)	(1,885,970)	(2,063,390)	(2,063,390)	(2,063,390)
FFI Pay-Out of IT Replacement Set-Aside (Buy Asset)	n/a	n/a	(570,000)	0	0	0	(2,000,000)
FFI Other - Other items associated with negotiated agreements	n/a	n/a	0	(103,840)	0	0	0
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(19,486,890)</b>	<b>(20,614,850)</b>	<b>(22,091,460)</b>	<b>(22,604,660)</b>	<b>(22,678,240)</b>	<b>(22,678,240)</b>	<b>(24,678,240)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(19,486,890)</b>	<b>(20,614,850)</b>	<b>(22,091,460)</b>	<b>(22,604,660)</b>	<b>(22,678,240)</b>	<b>(22,678,240)</b>	<b>(24,678,240)</b>
<b>ENDING CASH BALANCE</b>	<b>1,501,390</b>	<b>1,057,360</b>	<b>2,861,421</b>	<b>4,631,133</b>	<b>6,962,645</b>	<b>9,945,046</b>	<b>11,567,237</b>
<b>ENDING CASH BALANCE AS A PERCENT OF RESOURCES</b>	<b>7.2%</b>	<b>4.9%</b>	<b>11.5%</b>	<b>17.0%</b>	<b>23.5%</b>	<b>30.5%</b>	<b>31.9%</b>
<b>Assumptions:</b> 1. Resources are projected based on currently recommended revenue policies and inflationary adjustments to fees. 2. PSP/Operating Budget Expenditures are projected based on major, known commitments including the costs of labor contracts, and the elimination of one-time costs. 3. The year end cash balance is targeted to ensure protection against possible cyclical softening of the construction market and related permits fee revenues. 4. Revenues from building permits are expected to grow at the rate of inflation in FY06-10. 5. Expenditure estimates above do not reflect inflationary pressures. 6. Based on current projections, a fee increase will be necessary in FY06 to bring the DPS fund to the fund balance policy level within three years. Details on rate increases and categories of permits to be increased will be determined later.							

## PERMITTING SERVICES

PROGRAM: Casework Management		PROGRAM ELEMENT: Special Exception Inspections				
PROGRAM MISSION: To inspect all special exception uses according to the schedule <sup>a</sup> agreed to by the Department of Permitting Services and the Board of Appeals in order to ensure compliance with the conditions set by the Board of Appeals when the special exception was issued						
COMMUNITY OUTCOMES SUPPORTED: • Maintain the health, safety, morals, comfort, and welfare of citizens • Preserve the residential character of neighborhoods						
PROGRAM MEASURES		FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
Outcomes/Results:						
Percentage of special exceptions inspected that were found to be in compliance		40	24	30	40	40
Percentage of special exceptions inspected that were recommended to be abandoned <sup>b</sup>		10	31	15	20	30
Number of special exception violations corrected		NA	24	35	40	30
Service Quality:						
Average number of days to resolve a special exception complaint		7	18	5	10	30
Percentage of high impact uses inspected (goal = 100%) <sup>a</sup>		NA	30	30	50	60
Percentage of moderate impact uses inspected (goal = 50%) <sup>a</sup>		NA	20	25	40	50
Percentage of low impact uses inspected (goal = 33%) <sup>a</sup>		NA	50	20	30	40
Efficiency:						
Average cost per inspection (\$)		265	309	220	221	220
Average cost per special exception holder (\$)		NA	88	88	<sup>d</sup> 101	<sup>d</sup> 110
Average number of special exception inspections per inspector		314	272	667	400	475
Workload/Outputs:						
Number of special exception complaints received		17	28	10	15	14
Number of special exception inspections completed		377	544	1,335	800	950
Number of high impact special exceptions		NA	156	196	425	500
Number of moderate impact special exceptions		NA	187	163	250	250
Number of low impact special exceptions		NA	48	130	125	200
Inputs:						
Expenditures (\$000)		100	168	166	177	179
Workyears		1.2	<sup>c</sup> 1.25	2.0	2.0	2.0
Notes: <sup>a</sup> High impact uses are supposed to be inspected annually; moderate impact uses are to be inspected every two years; and low impact uses are to be inspected every three years. <sup>b</sup> A special exception is deemed abandoned when the use for which the special exception was approved ceases for a period of six months. When this occurs, the special exception is revoked. <sup>c</sup> Additional staff were hired in March, 2002. <sup>d</sup> A 15% increase in the fee for Special Exceptions has been approved.						
EXPLANATION: <p>A special exception to the Zoning Ordinance is the authorization of a specific land use by the County Board of Appeals that would not usually be appropriate without some restriction. Such an exception requires a finding that certain conditions exist, that the use is consistent with the applicable master plan, and that it is compatible with the existing neighborhood. The Department of Permitting Services is required to perform regular inspections of these special exception uses. Special exceptions are classified into three categories depending on the impact that they have on the neighborhood. Those uses deemed to have a high impact are inspected annually, those of medium impact are inspected once every two years, and those with a low impact are inspected once every three years. These inspections are done automatically, according to a schedule. In addition, unscheduled inspections may be made in response to a complaint from a citizen.</p> <p>Each inspection results in a finding that the special exception is in compliance, in violation, or should be abandoned. If the special exception is found to be in violation and the violation is not corrected, the Department of Permitting Services will recommend to the Board of Appeals that the special exception be abandoned (revoked).</p> <p>Although the Department of Permitting Services has always had responsibility for conducting special exception inspections, in FY99 those responsibilities were focused on a single employee. The FY02 budget included funds for additional staff to allow the Department to inspect more special exceptions and to develop an accurate inventory of existing special exceptions. These enhancements will allow the Department to more effectively monitor special exception uses to ensure that such exceptions continue to operate within the conditions set forth by the Board of Appeals and, thus, preserve the character of the neighborhood.</p>						
PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: Montgomery County Board of Appeals.						
MAJOR RELATED PLANS AND GUIDELINES: Montgomery County Zoning Ordinance, as amended.						

## PERMITTING SERVICES

**PROGRAM:**

Land Development

**PROGRAM ELEMENT:**

Land Development Plan Approvals

**PROGRAM MISSION:**

To provide timely and accurate plan approval services for new development and redevelopment by ensuring compliance with development and construction standards to protect land and water resources, meet public health standards, and provide a safe and efficient public roadway system

**COMMUNITY OUTCOMES SUPPORTED:**

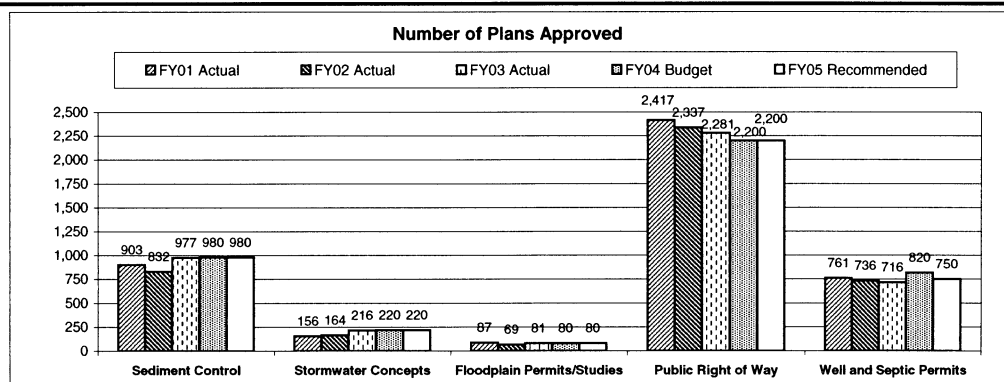
- Protection and enhancement of the environment
- Safe and maintainable roads
- Attractive communities
- Protection of public health in rural areas

**PROGRAM MEASURES**

	FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
<b>Outcomes/Results:</b>					
<b>Service Quality:</b>					
Average time to complete plan reviews (weeks):					
Sediment Control	3.0	2.8	2.8	3.0	3.0
Stormwater Concepts	3.4	3.0	3.0	3.0	3.0
Floodplain Permits/Studies	4.0	4.0	4.0	4.0	4.0
Public Right of Way	3.3	3.0	3.0	3.2	3.0
Well and Septic Permits	2.2	2.2	2.0	2.0	2.0
<b>Efficiency:</b>					
Cost per plan approval (\$):					
Sediment Control	NA	505	504	697	739
Stormwater Concepts	NA	2,111	1,835	2,488	2,637
Floodplain Permits/Studies	NA	1,741	1,579	2,078	2,285
Public Right of Way	NA	416	423	596	589
Well and Septic Permits	NA	441	517	593	701
<b>Workload/Outputs:</b>					
Number of plans approved:					
Sediment Control	903	832	977	980	980
Stormwater Concepts	156	164	216	220	220
Floodplain Permits/Studies	87	69	81	80	80
Public Right of Way	2,417	2,337	2,281	2,200	2,200
Well and Septic Permits	761	736	716	820	750
Total	4,324	4,138	4,271	4,300	4,230
<b>Inputs:</b>					
Expenditures (\$000)					
Sediment Control	NA	420.1	492.1	682.7	724.2
Stormwater Concepts	NA	346.2	396.4	547.3	580.1
Floodplain Permits/Studies	NA	120.1	127.9	166.2	182.8
Public Right of Way	NA	972.4	965.4	1,310.6	1,296.7
Well and Septic Permits	NA	324.5	369.9	485.9	525.8
Total	NA	2,183.3	2,351.7	3,192.7	3,309.6
Workyears:					
Sediment Control	8.0	7.5	7.9	8.4	8.5
Stormwater Concepts	6.0	5.8	6.3	6.3	6.3
Floodplain Permits/Studies	3.0	1.8	1.8	1.8	1.8
Public Right of Way	14.4	15.4	14.5	14.7	14.0
Well and Septic Permits	4.6	4.9	5.2	5.3	5.4
Total	36.0	35.4	35.7	36.5	36.0

**Notes:**
**EXPLANATION:**

The number of Public Right of Way plans reached an all-time high in FY01 (due to a building boom) but is expected to stabilize near the FY03 level in FY04 and FY05. The number of Stormwater Concept plans increased in FY03 due to changes in the County Code. Well and Septic Permits fluctuate with the amount of land that is subdivided in the outer areas of the County, which can vary from year to year. The incidence of other types of plans is expected to remain fairly stable in FY04 and FY05. Indeed, the total number of land development plans approved (or expected to be approved) between FY01 and FY05 shows relatively little fluctuation.



**PROGRAM PARTNERS IN SUPPORT OF OUTCOMES:** Department of Environmental Protection, Department of Public Works and Transportation, Department of Health and Human Services, Maryland-National Capital Park and Planning Commission, Washington Suburban Sanitary Commission.

**MAJOR RELATED PLANS AND GUIDELINES:** Department of Permitting Services Automation Strategic Plan, Department of Permitting Services Departmental Reorganization Initiative.